

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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June 22, 2004

**FROM:** ED KIECZYKOWSKI, County Librarian  
County Library

**SUBJECT: PURCHASE ORDER TO UNIQUE MANAGEMENT SERVICES FOR LIBRARY COLLECTIONS**

**RECOMMENDATION:** (1) Find that it is in the best interest of the County to contract with Unique Management Services, Inc. as a sole source provider of library collection services; and (2) authorize the Purchasing Agent to issue a Purchase Order to Unique Management Services, Inc. in the amount of \$45,000 per year for library collection services from July 1, 2004, through June 30, 2007.

**BACKGROUND INFORMATION:** In 1996 the County Library reviewed its procedures for collection of overdue materials and fees, and following a solicitation for proposals, selected Unique Management Services, Inc. (Unique) to provide collection services, which it has done since 1998. Unique Management is a nationally recognized firm that specializes in Library Collection services with over 400 accounts nationwide. A major advantage with this vendor has been its specialization in library collections and its ability to provide an online interface with the Library's automated circulation system vendor, Sirsi Corp. Sirsi Corp has stated that this interface is available only through Unique Management and no other source. The Library requests the designation of Unique Management as a sole source provider due to their ability to obtain automatic, electronic transmittal of accounts directly from the County Library's circulation system which has eliminated the need for preparation of manual statements by Library staff.

In accordance with this proposed purchase order, the County Library will submit accounts of delinquent materials to Unique for collection. Annual submissions costs paid to Unique are estimated at \$45,000, with an average submission rate of 420 accounts per month. The number of accounts submitted for collection is expected to remain steady over the next few years based on circulation projections. Although revenues received through these collection services is expected to offset Unique's annual cost, the major benefit of Unique's collection efforts is the value of library materials recovered.

**REVIEW AND APPROVAL BY OTHERS:** This agenda item has been reviewed by the County Administrative Office (Tom Forster, Administrative Analyst III, 387-4635) on June 14, 2004; County Counsel (Dawn Stafford, Deputy County Counsel, 387-5471) on May 26, 2004; and has been coordinated for procurement with the Purchasing Department (Aurelio DeLaTorre, Director of Purchasing, 387-2074) on June 15, 2004.

**FINANCIAL IMPACT:** The cost of this Purchase Order in the amount of \$45,000 per year will be offset by revenues received through the collection efforts of Unique management. Appropriation and revenues related to this time were included in the Department's FY 2004/05 budget.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action based on the importance of recovering library materials as budgetary constraints limit ongoing material purchases.

**SUPERVISORIAL DISTRICT(S):** All.

**PRESENTER:** Ed Kieczkowski, 387-5721.

Record of Action of the Board of Supervisors

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